## Cardholder Guidelines for searching for accounting codes in the new LINE OF ACCOUNTING segment using the "Contains" option in Access Online





Prepared by:

Office of Procurement and Property Management, Charge Card Service Center (CCSC) To accommodate the phased conversion from FFIS to FMMI, as of August 7, 2009, the Accounting Code displayed in Access Online will change.

The existing Accounting Code displayed in Access Online will be restructured from 16 segments to 3 segments. The first 14 segments will be combined into one new segment called LINE OF ACCOUNTING. No changes will be made to segments 15 – BOC and 16 – DCN as part of the new Accounting Code. This change is necessary to ensure Access Online compatibility with FMMI.



The Accounting Code segments changes are applicable to the following links of the Navigation Bar in the top left blue box of the screen, once logged into Access Online:

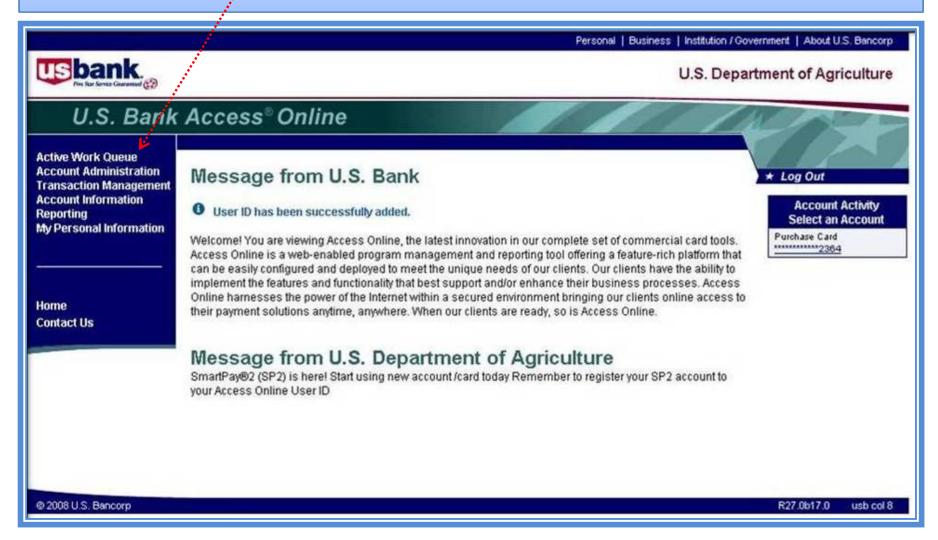
- Account Administration:
  - → Maintain Cardholder Account → Maintain Default Accounting Code
  - → Create New Cardholder Accounting → Setup Default Accounting Code
- Transaction Management:
  - → Transaction List
- My Personal Information:
  - → Manage Account Code Favorites



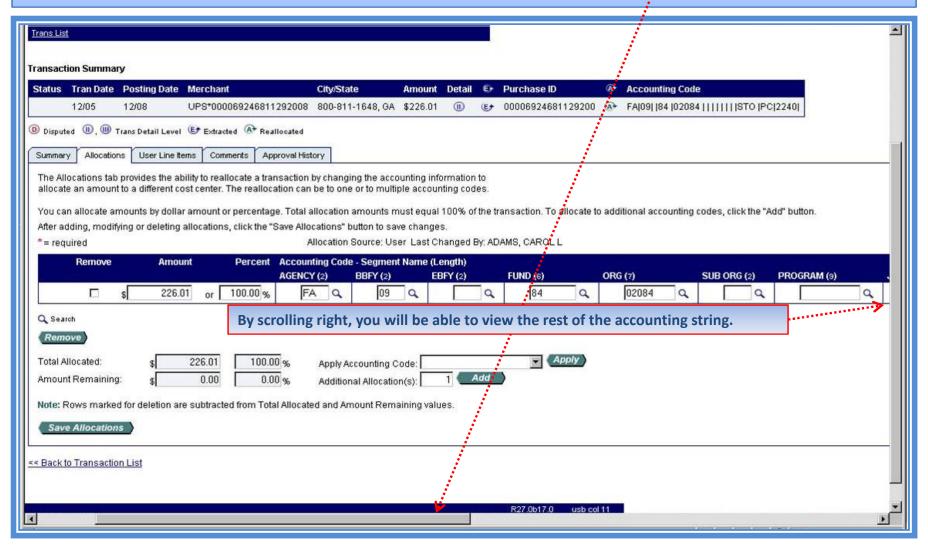
All 'Favorites' saved in Access Online prior to August 7<sup>th</sup>, will be deleted from the system. Cardholders will be able to save new 'Favorites' beginning on August 10<sup>th</sup>.

The Line of Accounting can be found in Account Administration, Transaction Management, and My Personal Information.

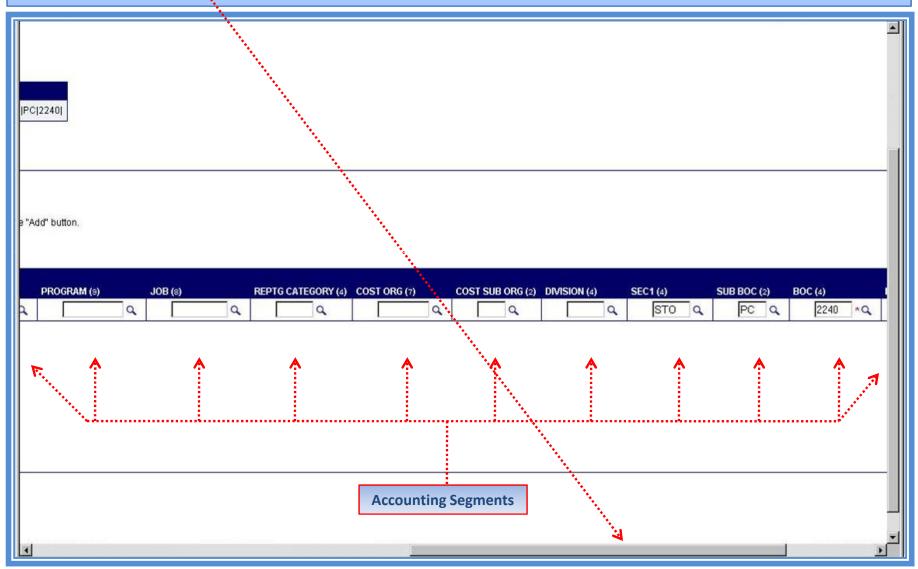
You will use the Navigation Bar in the left blue box to access each of these links within Access Online.



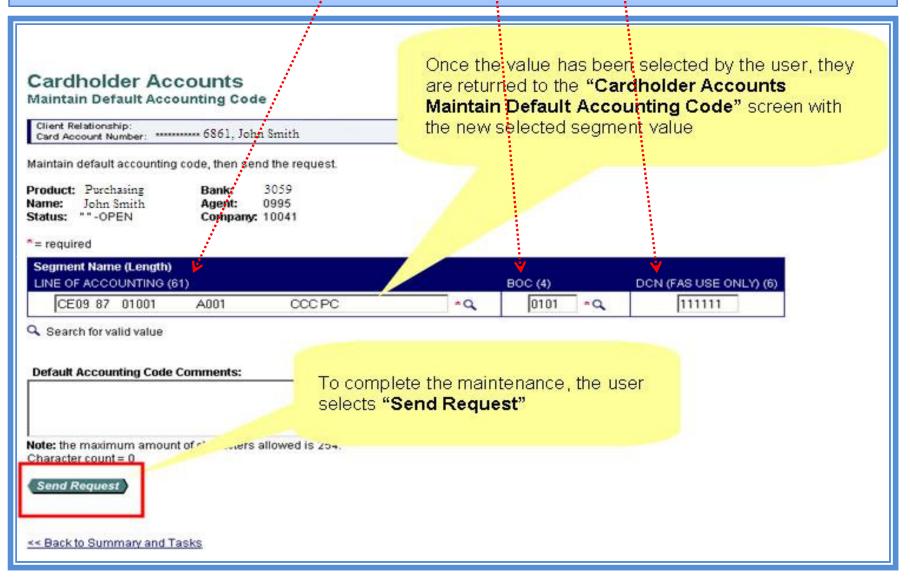
This page shows the OLD accounting code string view, prior to August 7th. The old accounting code was comprised of 16 segments. Usage of the scroll bar was necessary to scroll left or right, in order to view the entire accounting screen. This is the left-side view of the screen.



This page continues to show the OLD accounting code string view, prior to August 7th. Usage of the scroll bar was necessary to scroll left or right, in order to view the entire accounting screen. This is the right-side view of the screen.

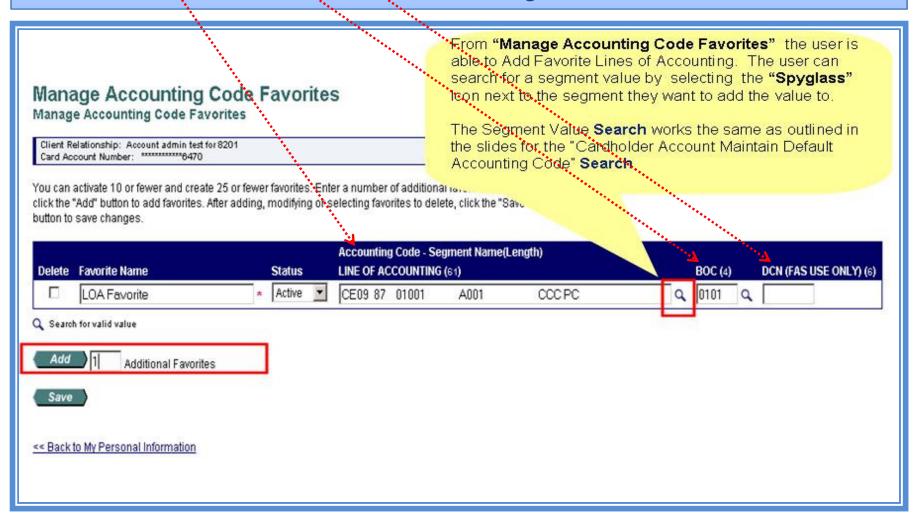


This page shows the NEW accounting code string view in Account Administration – Maintain Default Accounting Code, after August 7th. The new accounting code will be comprised of 3 segments: Line of Accounting, BOC and DCN (FAS USE ONLY).



This page shows the NEW accounting string view for your 'Favorites', stored in My Personal Information, after August 7th. The new accounting code will be comprised of 3 segments: Line of Accounting, BOÇ and DCN (FAS USE ONLY).

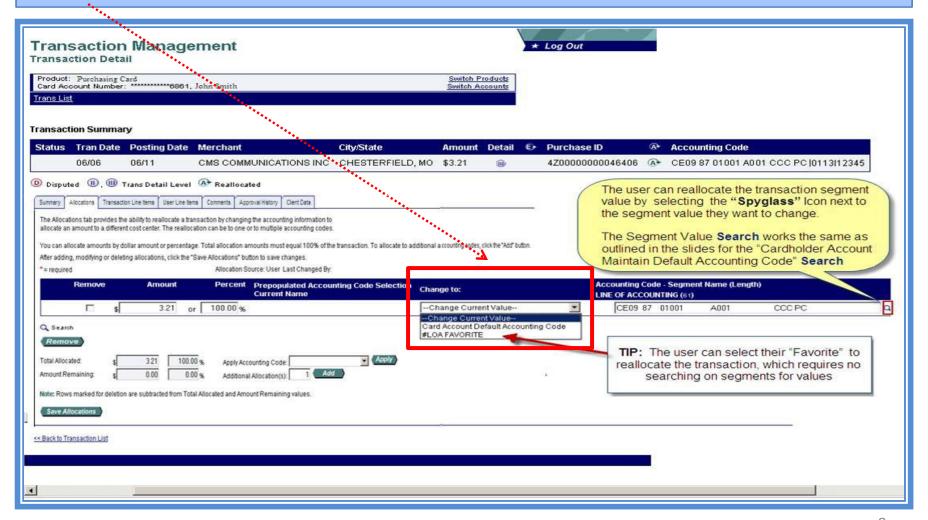
All 'Favorites' saved in Access Online prior to August 7<sup>th</sup>, will be deleted from the system. Cardholders will be able to save new 'Favorites' on August 10<sup>th</sup>.



This page shows the left-side view of the NEW accounting string in Transaction Management

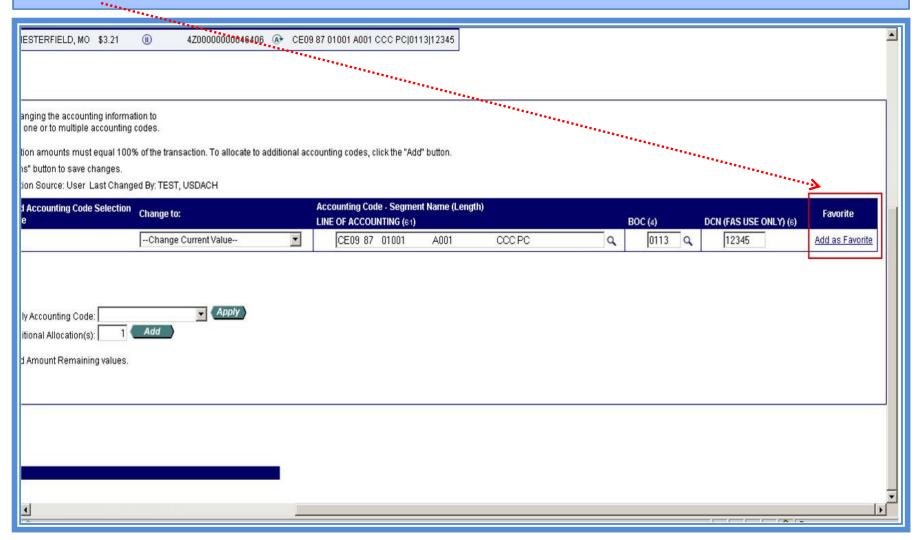
- Transaction Detail, after August 7th. The new accounting code will be comprised of 3 segments: Line of Accounting, BOC and DCN (FAS USE ONLY).

Cardholders can view and select their 'Favorites' to reallocate a transaction from the Change to: drop down box.



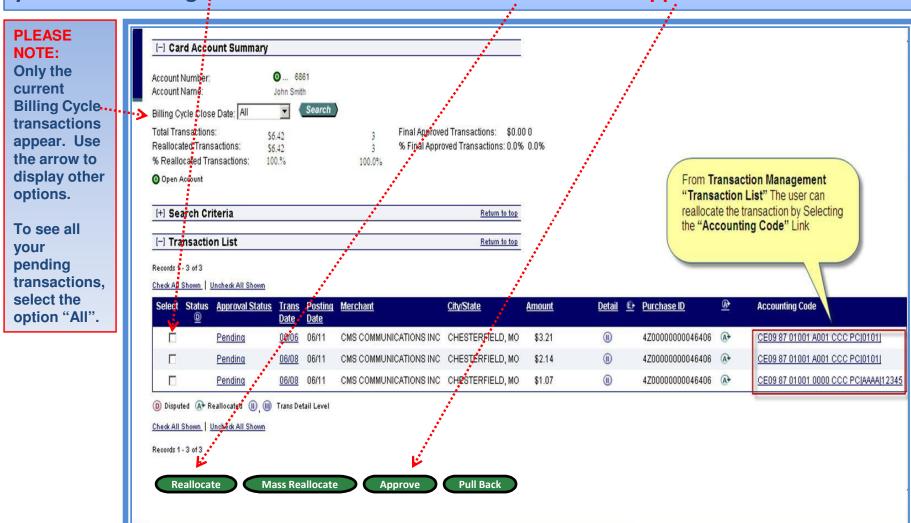
This page shows the right-side view of the NEW accounting string in Transaction Management – Transaction Detail, after August 7th.

Cardholders may save a new Accounting Code to their 'Favorites' by clicking the Add as Favorite link.

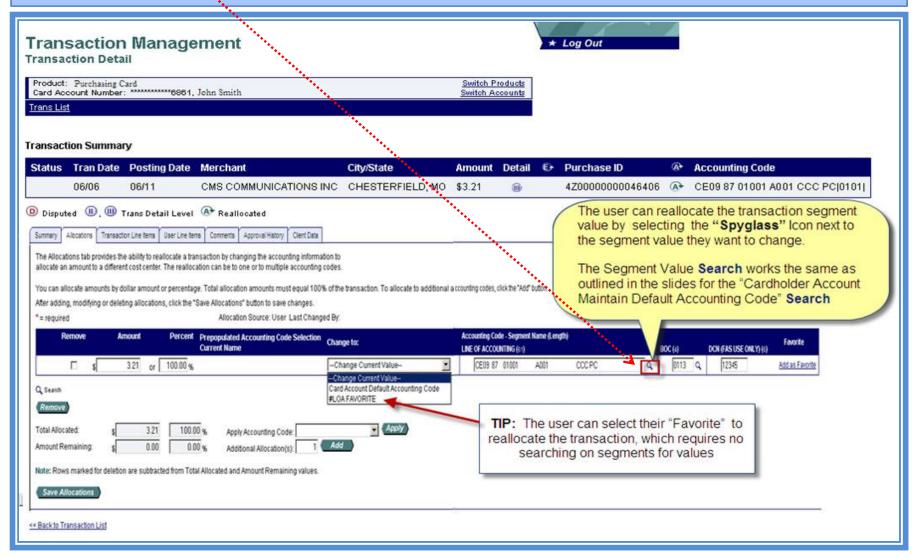


The Transaction Management – Card Account Summary with Transaction List screen will list all of your transactions.

To reallocate and/or approve a transaction, click the <u>Select</u> box on the transaction line you want to change and then click either the <u>Reallocate</u> or the <u>Approve</u> button.



This page shows the accounting string. You can re-allocate a transaction on this screen. Click the "spy glass" next to the Line of Accounting or the BOC segment lines. Clicking the "spy glass" allows you to search for other valid accounting codes or BOCs.



Performing a Search on the LINE OF ACCOUNTING segment using the Search Type: Contains option – searching on a single code value

To perform a search, from the "Allocations" tab, the cardholder clicks the "Spyglass" next to the LINE OF ACCOUNTING segment to navigate to the "Transaction Detail Search & Select Valid Value" screen.



To search for the Accounting Code, it is suggested that you enter a unique segment value for your agency, such as the PROGRAM (9) code or JOB (8) code in the Line of Accounting field. Enter the full or partial segment value n the LINE OF ACCOUNTING



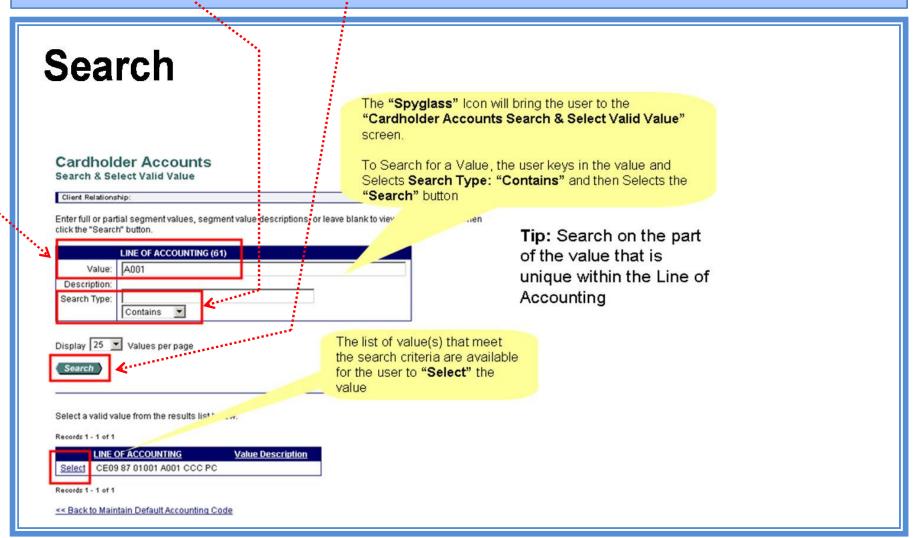
You do not need to enter in the trailing space positions if your code value length is less than the maximum number of positions allowed



**NOTE:** The "Search & Select Valid Value" search feature will work the same way for Cardholder Account Setup & Maintenance "Default Account Code" and My Personal Information "Accounting Code Favorites" (shown on slides 6 & 7).

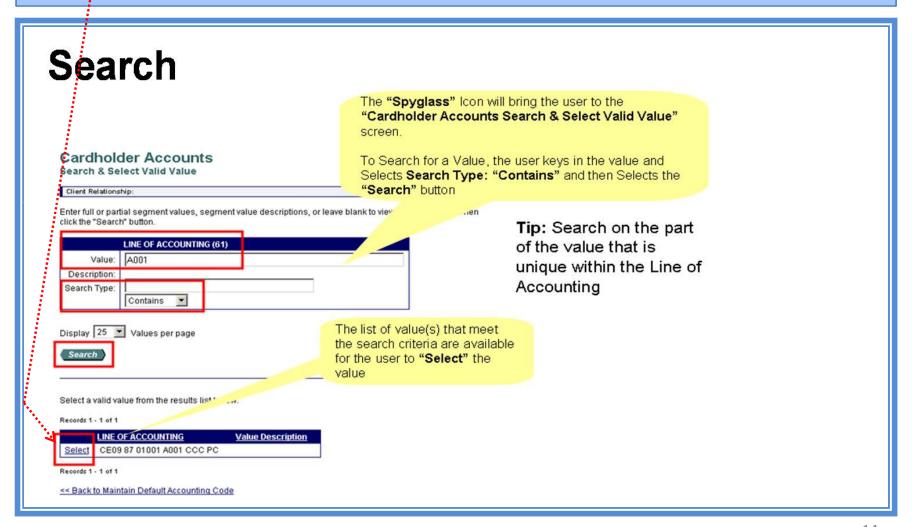
Below is an example of a Search criteria using the Contains option on a single (unique) code value, such as the PROGRAM code.

Enter the full or partial segment value in the LINE OF ACCOUNTING segment. Select Search Type: Contains and click Search.

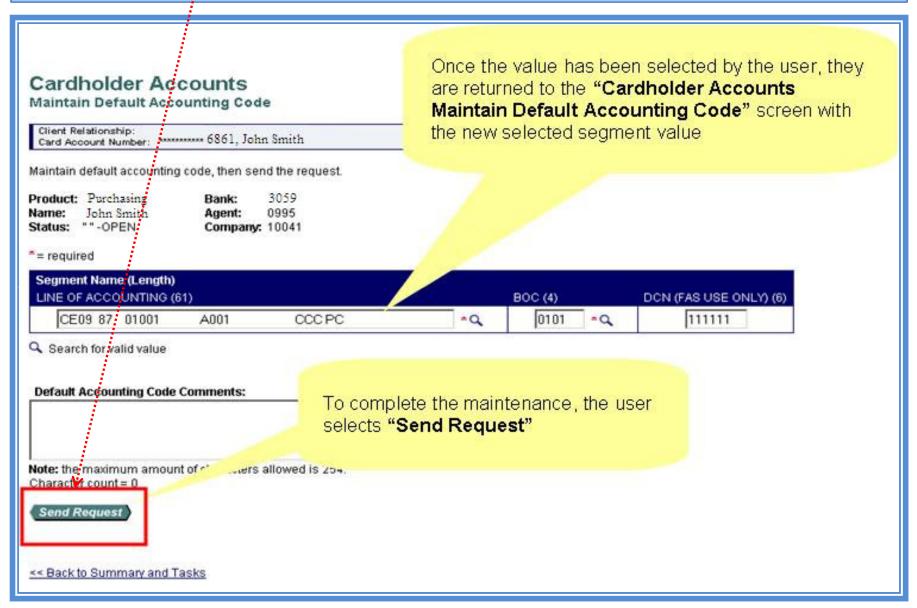


Upon clicking the Search button, Access Online will list the value(s) that meet the search criteria, based on the cardholder's hierarchy.

Click Select to populate the LINE OF ACCOUNTING segment with the desired accounting value.



## Click the Send Request button to complete the request.



Performing a Search on the LINE OF ACCOUNTING segment using the Search Type: Contains option – searching on multiple code values

To perform a search, from the "Allocations" tab, the cardholder clicks the "Spyglass" next to the LINE OF ACCOUNTING segment to navigate to the "Transaction Detail Search & Select Valid Value" screen.



To search for multiple code values, the cardholder will be required to leave the appropriate number of spaces in between each value.



The LINE OF ACCOUNTING segment has a total of 61 positions, comprised of:

AGENCY (2), BBFY (2), EBFY (2), FUND (6), ORG (7), SUB ORG (2), PROGRAM (9), JOB (8), REPTG CATEGORY (4), COST ORG (7), COST SUB ORG (2), DIVISION (4), SEC1 (4), and SUB BOC (2)



For example, in order to search for the ORG code and JOB code combination, the cardholder would need to know the order of the codes and the total number of space positions between the codes. Positions 13 – 38 are made up of ORG (7), SUB ORG (2), PROGRAM (9) and JOB (8). Therefore, the data would be entered as: "1234567\_\_\_\_\_\_12345678", which includes the 11 space positions between the ORG and JOB codes.

Performing a Search on the LINE OF ACCOUNTING segment using the Search Type: Contains option – searching on multiple code values (Continued)

You must enter in the trailing space positions for the <u>first code</u> IF the first code value length is less than the maximum number of positions allowed. You will also need to account for the remaining space positions in the spaces you leave between the codes.



Position 13 – 38 is made up of ORG (7), SUB ORG (2), PROGRAM (9) and JOB (8).

If your ORG code was only 4 positions long, the data would be entered as:

"1234\_\_\_\_\_\_\_12345678", which includes 14 spaces between the ORG and the JOB codes (i.e., 3 trailing space positions for the ORG code + 11 space positions between the ORG and JOB codes).

The trailing space positions for the last code does not matter. Therefore, if your JOB code was only 5 positions long, the data would be entered as:

"1234\_\_\_\_\_\_\_12345" (shown on slides 18 & 19).



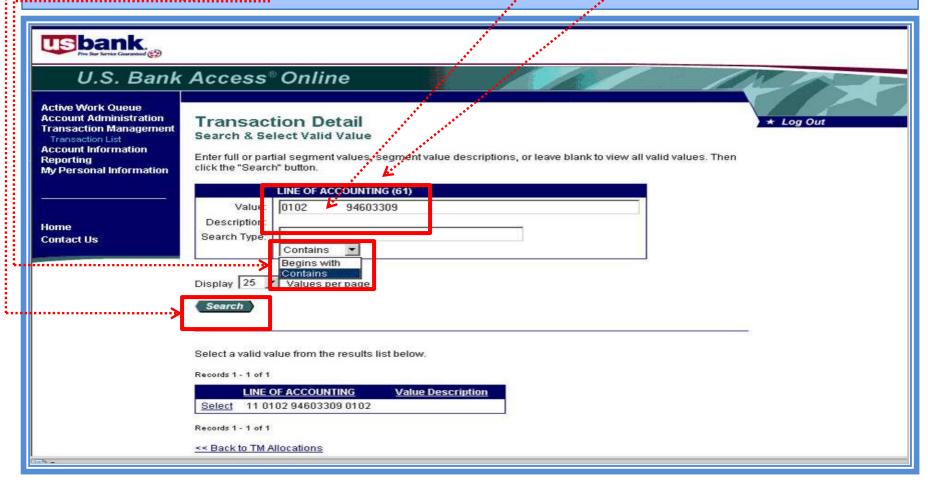
**NOTE:** The "Search & Select Valid Value" search feature will work the same way for Cardholder Account Setup & Maintenance "Default Account Code" and My Personal Information "Accounting Code Favorites" (shown on slides 6 & 7).

Below is an example of a Search criteria using the Contains option on multiple code values, such as the ORG code and the JOB code, entered in the LINE OF ACCOUNTING segment.

The cardholder must account for all the necessary spaces between each code value.

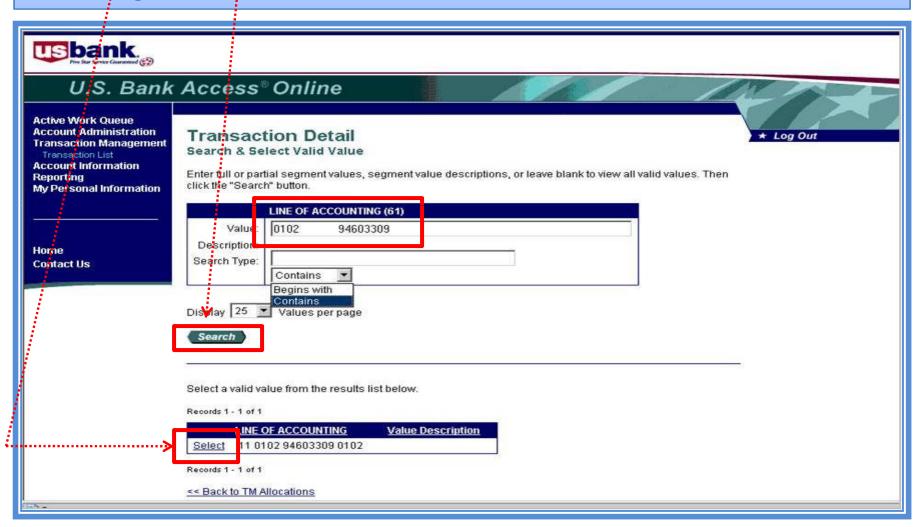
Otherwise, no valid values would be returned in the search results list.

Select Search Type Contains and click Search.

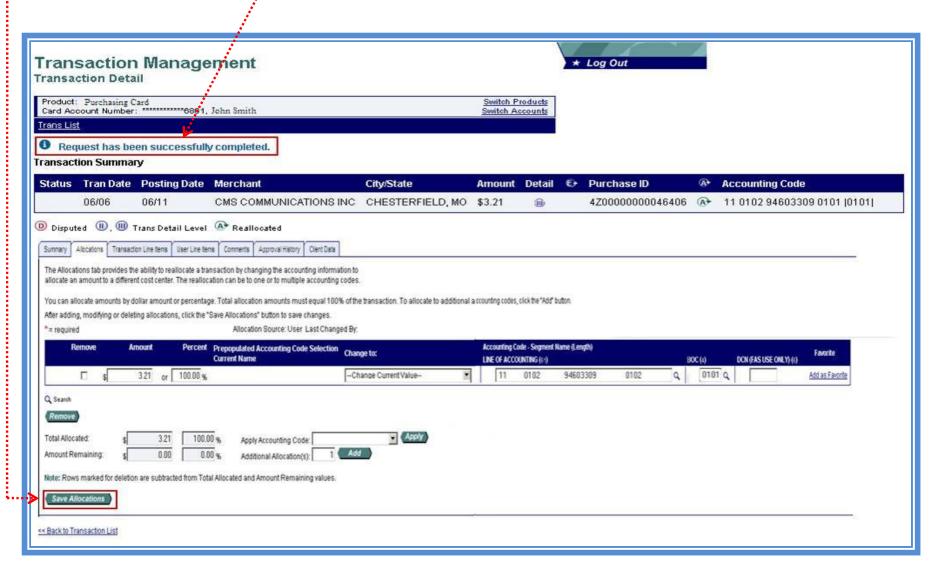


Upon clicking the Search button, Access Online will list the value(s) that meet the search criteria, based on the cardholder's hierarchy.

Click Select to populate the LINE OF ACCOUNTING segment with the desired accounting value.



## Click the Save Allocations button to complete the request. The "Request has been successfully completed." message will be displayed.



You have successfully searched on an accounting code in the new LINE OF ACCOUNTING segment, using the 'Contains' option.

Additional information on the *Charge Card Service Center* including News, Notices, POC Lists, Guides & Reference Material, Training Information, etc... can be accessed at <a href="http://www.da.usda.gov/procurement/ccsc/">http://www.da.usda.gov/procurement/ccsc/</a>.





Please contact the <a href="mailto:ccsc@da.usda.gov">ccsc@da.usda.gov</a>. with questions or concerns.